Sample Parent/Caregiver-Teacher Conference Form

Note: Parent/Caregiver-Teacher conferences may be used as an intervention prior to referral to the SAP or recommended as part of a SAP action plan. This sample form offers a guide through a documented conference discussion.

School Name: _____ Date: _____

Student: _____ Grade: _____

Parent/Caregiver: _____ Language: _____

Parent/Caregiver Contact Information (telephone #): _____

Teacher(s) participating in conference (name and subject taught):

1) _____

2) _____

3) _____+

Strengths?	*Concerns?*	*Ideas for parent/caregiver/student?*
❑ Asks for help	Student needs to:	❑ 8-10 hrs of sleep; alarm clock
❑ Attends class every day	❑ Attend school every day	❑ Attend After-School tutorials
❑ Comes prepared with materials	❑ Be on time to class	❑ Check homework log daily
❑ Comes to class on time	❑ Bring all materials	❑ Clean up backpack/locker
❑ Completes homework	❑ Remain seated during class	❑ Connect to School Loop
❑ Does well on tests	❑ Complete class work	❑ Daily Progress Report
❑ Gets along with other students	❑ Participate appropriately	❑ Enroll in an after-school program
❑ Has positive attitude	❑ Communicate respectfully	❑ Get health check-up & follow up
❑ Is respectful towards adults	❑ Help others as needed	❑ Get phone #s of study buddies
❑ Listens well	❑ Be positive towards learning	❑ Healthy breakfast & lunch daily
❑ Participates in class	❑ Pay attention, focus	❑ Obtain counseling: academic/ social/emotional
❑ Solves problems	❑ Complete homework	❑ Obtain/meet with adult mentor
❑ Thinks creatively	❑ Other:	❑ Reward small improvements
❑ Other:	_____	❑ Student Attendance Review Team
_____	_____	❑ Student Success Team
	_____	❑ Weekly Progress Report
		❑ Other: _____

Comments/Notes

_____

_____

Signatures

Parent/Caregiver: _____ Teacher(s): _____

Student: _____ Date: _____